

MINUTES

Board Meeting

Monday 22nd June 10am-12 noon
Healthwatch Derbyshire Office

In attendance:

- Denise Gould (DG) - Chair
- Tim Broadley (TB) - Board Member
- Fiona Marshall - Board Member (joined remotely)
- Al Garrett - Board Member
- Carl Hardman (CH) - Treasurer
- Hannah Parry Payne (HPP) - Vice Chair (joined remotely)
- Helen Severns (HS) - Board Member
- Victoria Sweetmore (VS) - Board Member (joined remotely)

- Helen Henderson (HS) - Chief Executive
- Tammi Cooke (TC) - Office Manager (joined remotely)

Apologies:

None

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| 1.0 | Welcome and introductions As above. | |
| 2.0 | Apologies for absence As above. | |
| 3.0 | Conflicts of interest None reported. | |
| 4.0 | Minutes and matters arising Agreed as a true reflection of the meeting which took place on Monday 9 th March 2026. | |

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| | <p><u>Matters arising:</u> Point of accuracy: Item 7, second bullet point – redundancy spelt incorrectly.</p> | TC |
| <p>5.0 5.1 5.2 5.3</p> | <p>Items from the CEO</p> <p>Staffing:</p> <ul style="list-style-type: none"> • Amy Lacey is to return to the organisation in July and will be working remotely, three days per week <ul style="list-style-type: none"> ○ Her role will be Transition and Impact Manager ○ She has agreed and signed her new job description. • A collaborative agreement with HW Lincolnshire has been reached in respect of sharing the resources of their newly recruited communications officer • Two staff members have already left the organisation, with a third person leaving in July. <p>Contract:</p> <ul style="list-style-type: none"> • The HWD contract continues to be monitored with quarterly meeting with the contract manager • HH is keeping the Contact Manager updated with developments on the Healthwatch landscape. <p>Work Plan: For the year ahead:</p> <ul style="list-style-type: none"> • A programme of Enter & View visits has been planned • There is a programme of work for our volunteers, including providing support at engagement events • Engagement activity includes: <ul style="list-style-type: none"> ○ Wheelchair services ○ Summer engagement which will include awareness-raising around self-referral services. Following the results of a questionnaire looking into people’s experiences of using self-referral | |

services, a findings report will be produced in the autumn.

- Mini reports: Amy Lacey will work on producing a series of mini reports looking back at some of the key topics HWD has worked on, what has happened as a result of that work, and what still needs to be done.

5.4 Annual Report 2025-26:

- The report has been submitted ahead of the end of June deadline
- This will be tabled at the AGM on Monday 14th September 2026
- HH offered thanks to Abi Stott-Marshall who put the report together, and to the team members who helped with the content and presentation.

5.5 Latest position around the legislative process/future of LHW:

- The resignation today of the Prime Minister, Sir Keir Starmer, brings about a new level of uncertainty on the future landscape of Healthwatch
- Conversations took place in respect of Healthwatch and the need to have an independent voice for patients
- DG updated the meeting on a Department of Health update she, and HH, attended on Wednesday 10th June 2026
- FM:
 - The public viewing of the Ockendon report looking into maternity services this week is likely to be very damning and could strengthen the need/support for the independent voice.
 - The learning disabilities community is also calling for a similar review of residential care and again

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| | <p>could underline the need for an independent voice.</p> <p>-HH to contact Sabrina Taylor, CEO of HW Nottinghamshire, to talk about opportunities to share messages following the publication of the Ockendon review.</p> | HH |
| <p>6.0</p> | <p>Update from CH</p> <p>Local Healthwatch response meetings: Report tabled:</p> <ul style="list-style-type: none"> ○ The National Healthwatch Response Group and the Healthwatch Response Group continue to meet ○ The tabled report names the membership of the Health Bill Committee: <ul style="list-style-type: none"> -11 Labour members -Four Conservative members -Two Liberal Democrat members. ○ The Health Bill calls for evidence opened on 2nd June 2026: <ul style="list-style-type: none"> ○ The Healthwatch Response Working Group has made a submission on behalf of the national network ○ Individual local Healthwatch are encouraged to make their own submission. Some local Healthwatch have made joint submissions ○ The Bill Committee started to receive oral evidence on 16th June 2026 ○ Prior to attending the Bill Committee, Professor David Croisdale-Appleby (Chair of HW England) attended the Response Working Group where he outlined the questions to be asked and his responses. ○ At the time, the group was in support of the questions and responses he was to give | |

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| | <ul style="list-style-type: none"> ○ However, the Response Working Group remained concerned that the Bill Committee was not hearing directly from a representative of local Healthwatch ○ Jacob Lant (National Voices) also gave evidence to the Committee and was very supportive of local Healthwatch. ● Wes Streeting failed to respond to the Response Working Group’s request to engage with the network <ul style="list-style-type: none"> ○ As a result, a letter was sent to the new Secretary of State (James Murray) requesting that he engages with the network. To-date, no response has been received. ● A drop-in session has been arranged for MPs on the 8th September 2026 ● The Healthwatch network’s messages will be refined in order to gain support for amendments to the Bill ● The Healthwatch network will look to target Labour MPs who spoke in support of Healthwatch and reinforce general messages to all MPs ● A forward plan of work, action log and key dates have been identified to focus and monitor progress ● CH offered to raise any questions Board members may have with the group. | CH |
| <p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> | <p>Policies for review</p> <p>Governance Subgroup Terms of Reference</p> <p>Role of Chair</p> <p>Acting Up and Honoraria Policy</p> <p>Privacy and Data Protection Statement</p> <p>Data Protection Policy</p> <p>Data Breach Notification Policy</p> <p>Data Security Policy</p> | |

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| <p>7.8 7.9 7.10 7.11 7.12</p> | <p>Subject Access Request Policy Privacy Notice – Employees and Volunteers Privacy Notice – Job Applicants Healthwatch Derbyshire Constitution Register of Director’s Interests.</p> | |
| <p>7.13</p> | <p>Policies that have been to IIA, then Governance IIA Subgroup Terms of Reference.</p> | |
| <p>7.14 7.15 7.16 7.17</p> | <p>Policies that have been to F&A, then Governance Finance and Audit Terms of Reference Internal Financial Controls Reserves Policy Role of Treasurer.</p> | |
| | <ul style="list-style-type: none"> • The Board agreed to accept all the tabled policies • As discussed at the three subgroups, an interim review of key policies is to take place in September • HH is working on a suggested list of policies to be reviewed in readiness of the September subgroup meetings • Misspelling of ‘attendance’ in Governance & Finance and Audit subgroups TOR • TC can confirm that the two registered interests for HPP have been removed from the register • The one comment left in the Data Security Policy can be removed. | <p>HH TC TC TC</p> |
| <p>8.0 8.1 8.1.2</p> | <p>Subgroup Feedback (minutes circulated, chairs to cover items to bring forward to board): Finance (CH) Annual Accounts for 2025/26:</p> | |

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| <p>8.1.3</p> | <p>Healthwatch budget 2026/27 (contained in Risk Register)</p> <ul style="list-style-type: none"> • The subgroup scrutinised the budget position for 2025-26 • The Draft Annual Accounts for 2025-26 were examined and CH drew attention to the main outcomes. It was agreed to refer these accounts to the Board. <ul style="list-style-type: none"> • Budget estimates for 2026-27 were scrutinised based on the most likely (base budget), worst case and best-case scenarios • It was agreed that the base budget be recommended to the Board, including provision for a 3.3% pay award for staff backdated to 1st April 2026. • Minutes of the ISO 9001 Management Review Meeting of 24th March 2026 were considered • The Finance & Audit risk register was reviewed • Reviews of the subgroup’s Terms of Reference, Statement of Internal Financial Controls, Reserves Policy and Role of Treasurer were completed. • Pay Award: DG advised that she has prepared a letter for all staff members in terms of the pay award and will circulate to Board members to check the wording is acceptable before it is sent to the staff team <ul style="list-style-type: none"> ○ CH emphasised that the reserves account must be managed very carefully. • In response to HPP in terms of the salary projections, HH advised that the figures are based on everything that we know right now in terms of the staffing level and associated costs. | <p>ALL</p> |
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| 8.2 | <p>Governance (TB):</p> <ul style="list-style-type: none"> Nothing to update from Governance that hasn't already been covered. | |
| 8.3 | <p>IIA (HS):</p> <ul style="list-style-type: none"> IIA Terms of Reference were considered with no suggested amendments Helen Walters (HW) gave an update on the cohort of 50 volunteers and volunteer activity <ul style="list-style-type: none"> DG offered to support HW with writing letters/references etc for the volunteers. | |
| 8.4 | <p>Engagement Update:</p> <ul style="list-style-type: none"> Circulated and tabled for completeness. | |
| 8.5 | <p>Activity Tracker 26-27:</p> <ul style="list-style-type: none"> Circulated and tabled for completeness. | |
| 9.0 | Risks | |
| 9.1 | <p>Risk Register: Tabled</p> <ul style="list-style-type: none"> The Risk Register has evolved to include practical elements of the organisation, e.g. expenditure, key decisions etc. | |
| 9.2 | Health and Safety: Nothing to report. | |
| 9.3 | Safeguarding: Nothing to report. | |
| 10.0 | Any other business: Nothing raised for discussion. | |
| 11.0 | Confidential items Nothing raised for discussion. | |
| 12.0 | <p>Full Board – next meeting date: Monday 14th September 2026 at 10am to take place online (AGM and Board Meeting).</p> | |
| 13.0 | Confidential items: Directors only | |